



Job Description

Job Title	Trust-Lead - Maternity Neonatal Voices Partnership (MNVP)
Reports to	MNVP Service Lead
Hours:	2 part time roles of 12 hours per week each available
Contract:	15 Months Fixed term contract to 31st March 2027

Job Purpose

A Maternity Neonatal Voices Partnership (MNVP) is an NHS working group: a team of parents and their families, commissioners and providers (midwives and doctors) working together to review and contribute to the development of local maternity care.

The key purpose of the role will be to provide each trust with Lead support, oversight and attendance of core meetings that are required for MNVP to attend as part of the Maternity Incentive Scheme.

The Trust Lead will represent the MNVP at local and national maternity and neonatal meetings and events and provide independent challenge and scrutiny based on evidence gathered from parents/carers and professionals from the projects.

As the trust lead for service user voice, you will lead on (supported by Service Leads) identifying and engaging with pregnant women, parents and their families at every level of change to enable authentic co-production.

Duties and Key Responsibilities

Service Delivery – Trust Lead

- To attend set core trust meetings representing service user voice in line with the Maternity Incentive Scheme
- To build strong links and effective working relationships with commissioners, partners, and local parents/families. Breaking down barriers and ensuring service user voices is represented.
- Support trusts to understand the voices of families to influence quality, safety, and productivity.

- Influence change with the intelligence gained through MNVP Leads engagement.
- Ensure your activities are aligned to the MNVP annual workplan
- Represent and promote service user voice at Board level as well as regionally and nationally.
- Feedback and link in with MNVP Leads regarding updates from meetings attended.
- Remain up to date with national reports, guidance and policy to ensure work locally aligns and delivers the required outcomes.
- Supporting the organisation with events such as 15 Steps Provider visits to trusts and networking events as required.
- Influence national and regional policy by representing the voices of the local population.
- Champion the voices of marginalized and disadvantaged groups
- Contribute to workplan goals, objectives and measures of success.
- Enable transparency across the quality and safety agenda, bringing the voice of service users into plans and actions.
- Work collaboratively across the system with MNVP Community Partners to ensure representative view of the local population
- Contribute to the development and support ongoing plans for engagement that is responsive to the needs of the system and the whole geographical area
- Analyse key data and information provided by Leads and key stakeholders to report to commissioners on MNVP outcomes to include reach of membership and exception reporting of any issues or concerns
- To contribute to performance reporting by extracting data and other monitoring information on outcomes and targets, ensuring accuracy
- Working with Gateway MNVP Team to collate reports as requested.
- Ensure that the relevant boards and committees are presented with regular updates and reports as required to provide assurance on the function of the MNVP.
- Report regularly on the intelligence gathered within the community, sharing the voices of those using the service and ensuring feedback is heard by senior leaders across the system.
- Link in with the trusts in transformation projects as required
- Support ongoing communication for social media, website etc
- Maintain professional relationships and positively challenge where appropriate, while functioning in a sensitive and responsive climate.

General

- Report to Line Manager on workload, progress and results
- Manage own time and resources
- Prioritise own workload
- Participate in appraisal and learning activities
- Participate in team briefings and meetings as and when required
- Any other duties as agreed with Line Manager, commensurate to the post

Health and Safety

- Take reasonable care for the Health and Safety of yourself or other persons who may be affected by your act or omissions.

- Co-operate with the Company to comply with any Company safety rule and/or any duty or requirement imposed under legislation or relevant Codes of Practice.
- Maintain safe and clean conditions in your working area according to the Company's housekeeping standards.
- Work in accordance with the information and training provided.

Equal Opportunities

- It is the responsibility of each employee to abide by the Company's Equal Opportunities Policy

Data Protection

- At all times during employment, to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Duties Explained:

Line Manager: Signature Date:

 Name

Employee: Signature Date:

 Name

(Signed copy to be placed in Personnel File)

Person Specification – Trust Lead

<u>ATTRIBUTES</u>	<u>ESSENTIAL CRITERIA</u>	<u>DESIRABLE CRITERIA</u>	<u>HOW MEASURED</u>	<u>COMMENTS</u>
Qualifications/ Training	- Educated to level 4 in a relevant subject or equivalent level of qualification or significant relevant previous experience. - Skills in planning, organising, project and team management, and influencing complex systems. - Strong communication and leadership capabilities.	- Clinical knowledge - Clinical experience in care related field	- Application Form - Certificates	
Experience and knowledge	- Expert by lived experience in maternity support services from ante-natal to two years. - Understanding of national, regional and local drivers for transformation and quality surveillance across Maternity and neonatal services - Experience leading partnerships working together with a wider range of people from different backgrounds and organisations to influence, plan and implement a programme of transformation and quality surveillance work. - Understanding how care and support is delivered via maternity, neonatal and parenting support services across the pathway. - Understanding and experience of contributing on multifaceted programmes of work - Proven ability to work under pressure, prioritising workloads and meeting deadlines	- Experience of working within maternity or neonatal systems in community or clinical setting - Influencing senior Leadership - Responsibility for strategic planning, project delivery, and system-wide culture change. - Experience leading and facilitating co-production and involvement in healthcare settings, social care, or voluntary/ third sector organisations using innovative, inclusive tools	- Application Form - Interview	
Skills & Abilities	- Excellent planning and organising capabilities. - Excellent time management and problem-solving skills. - Ability to develop an inclusive, team-based approach to problem solving and decision-making - Ability to respond to changing demands and able to identify a need to re-prioritise - Ability to work on own initiative, organising and prioritising own workload to tight deadlines - Knowledge of Microsoft software applications (outlook, word, Excel, and PowerPoint etc.) - Ability to understand the link between strategic decisions and direct patient experience of care - Attention to detail and accuracy with the ability to transcribe accurately and report	Ability to understand clinical information and policy	- Application Form - Interview	
Interpersonal Skills	- Works well with others, is positive, compassionate, and helpful, listens, involves, respects, and learns from the contribution of others - Well-developed verbal/written communication skills	Well-developed people and workload management skills	- Interview - References	

	• Ability to prepare and produce concise, insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required • Ability to communicate complex information to different stakeholders internally and externally • Experience in managing challenging conversations with a variety of stakeholders • Demonstrate willingness and ability to challenge existing practice • Ability to hold space for multiple, contrasting opinions and worldviews while maintaining safety for marginalized groups			
Values and Behaviours	• Commitment to improving quality and the outcomes and experiences of women and families who use maternity and Neonatal services • Recognises and understands the benefits of co-production and involvement in improving the quality of care received by service users and families • Champions and actively encourages diversity and difference in the workplace • Ability to make a connection between their work and the benefit to patients and the public • Actively develops themselves and supports others to do the same	• Experience of local maternity services as a service user	• References • Interview	